

## APPLICATION FOR CITY OF DOTHAN EMPLOYMENT - PF #105

Type, print or write plainly so that your application will be legible when reproduced (black type, black or dark blue ballpoint pen).

## GENERAL INFORMATION

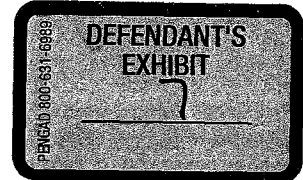
1. What job are you applying for? Give job title and announcement number  
Municipal Court Administrator #013-03-01
2. Social Security Number  
 (needed for employ/background investigation)  
422-80-1061
3. Home Phone  
 Area Code + Number  
(334) 702-4778
4. Work Phone  
 Area Code + Number  
(334) 793-7932, X-103
5. Name and Telephone Number of Another  
 Point of Contact  
Cell Phone (334) 618-7724
6. If the job for which you are applying requires a driver's license, please complete this information:  
 Driver's License Number 3418056 State AL  
Operator Expiration Date 4/30/06
- Endorsements If Any:

FOR PERSONNEL USE ONLY  
 (Date(s) of changes, addition,  
 updates, notes, etc.)

☐ ☐ ☒  
 DD214 Y N N/A

CL 9-9

8. Your Name (Last, First, Middle)  
Martin Nancy Carol
9. Is use of another name necessary to check your work record? If yes, please explain:  
Yes. Nancy Hurst or Nancy Faison (married names)
10. Mailing address  
 No. Street: 408 Christopher Drive  
 City/State/Zip Dothan, AL 36301  
 Street Address if different from Mailing Address:



11. Are you currently employed by the City of Dothan? Yes ☐ No ☒  
 If yes, give your job title and department:
12. Have you ever worked for the City? Yes ☐ No ☒  
 If yes, list dates and department:
- a. Have you ever been dismissed from the City? Yes ☐ No ☒
13. Are you willing to work weekends, shifts or rotating shifts? Yes ☒ No ☐
14. Are you related to anyone on the Board of City Commission or a Department Head? Yes ☐ No ☒  
 If yes, list name(s), department and explain relationship:
15. Have you ever been discharged from another job for cause? Yes ☐ No ☒  
 If yes, explain (Give dates, employers and details. Attach a separate sheet of paper if necessary):
- Do you hold any political office? (The Civil Service Act of Dothan and Alabama Law prohibits City employees from holding local, City of Dothan, political office) Yes ☐ No ☒  
 If yes, title of office:

**City of Dothan, Alabama**  
**MUNICIPAL COURT ADMINISTRATOR**  
**Supplemental Application Form**

This form will be used to determine if you meet the basic qualifications as listed on the job description (see job description inside your employment or in-house application). Answer all questions as accurately as possible. Some questions request an explanation to support a "yes" answer. Your explanation should contain experience, education, etc., to show that you do possess whatever skill, knowledge or experience being addressed in the question. Employment and volunteer experiences used to answer any of the questions must be listed on your application.

If you use military experience to meet the experience requirements, do not give dates of your entire tour of duty. Rather, you should indicate on your employment application, the month and year you began performing these duties and the month and year you stopped. If you need additional space, attach additional sheets of paper to your application.

1. Do you have a valid operator driver's license? (Please be prepared to present when you submit the application to the personnel department.)

Yes ☒ No ☐

2. Do you have a BS Degree in Public Administration or Business Administration?

Yes ☒ No ☐

3. Do you have at least two years responsible experience in Municipal Court operations or a law related field?

Yes ☒ No ☐

If yes, list the employers where you gained this experience.

Hardwick, House + Segrest  
Legal Services Corporation

3. Do you have supervisory experience?

Yes ☒ No ☐

If yes, list employer(s) where you gained this experience and the length of time of supervisory experience for each employer:

Name of Employer	Length of Time Supervisory Experience
<u>Legal Services Corporation</u>	<u>10 years</u>
_____	_____
_____	_____

5. Have you completed or are you currently enrolled in the Alabama Court Clerk/Magistrate Mandatory Certification program?

Yes ☐ No ☒

I certify that the information is accurate to the best of my knowledge and belief. I understand that misrepresentation or omission of facts will be cause of cancellation of consideration for employment/promotion; or termination if employed.

Nancy C. Martin  
 Signature of Applicant

9/5/03  
 Date

17. Have you reached your 18th Birthdate? Yes ☒ No ☐ If hired, can you furnish proof of age? Yes ☒ No ☐

### MILITARY SERVICE

18. Have you ever served in the United States Military Service? Yes ☐ No ☒

If Yes, all police officer applicants must submit a copy of their DD FORM 214 at time of application: and/or if you are applying for other positions and you wish credit for applicable military service, or service connected disability, you must provide, at the time of application, a complete copy of your DD FORM 214(s) for all active duty entry and ending dates. For service connected disability you must also provide supporting documents. There will be no extension of this time limit.

### RECORD OF EDUCATION

19. Did you graduate from high school (If you have a GED high school equivalence answer yes)? Yes ☒ No ☐

Name and address of school where graduated or received GED: Dale County High School,  
Co. Rd. 59, Midland City, AL 36350

20. If you did not graduate from high school, (or do not possess a GED certificate), indicate highest school grade completed: \_\_\_\_\_

Name and address of school: \_\_\_\_\_

### 21. POST SECONDARY EDUCATION

NAME OF SCHOOL/TRAINING/COURSES (CITY, STATE, ZIP CODE)	COLLEGE MAJOR/ CHIEF SUBJECTS TRAINING, COURSES, ETC.	# OF CREDITS/HOURS COMPLETED. INDICATE SEMESTER OR QUARTER	DEGREE/ CERTIFICATE RECEIVED
1) <u>Wallace Community College</u> <u>Dothan, AL 36303</u>	<u>General Studies</u>	<u>Quarter</u> <u>90 credits</u>	<u>None-</u> <u>Transferred</u> <u>to TSU</u>
2) <u>Troy State University</u> <u>Dothan, AL 36303</u>	<u>Business</u> <u>Administration</u>	<u>Quarter</u> <u>20 credit</u> <u>hours</u>	<u>BS</u> <u>Business Administration</u>
3) <u>Troy State University</u> <u>Dothan, AL 36303</u>	<u>Paralegal</u>		<u>Paralegal</u> <u>Certification</u>
4) _____			

(More related courses? Attach a sheet of paper or list in question #23)

## 22. WORK EXPERIENCE

LIST MOST RECENT JOB FIRST. We will provide you with additional experience blocks if necessary. (NOTE: If you use military experience to meet the qualifications for the position you are applying for, month and year you began performing the qualifying duties, and month and year ended must be specified - not your entire tour of duty.) Applicants may also list volunteer experience that relate to the qualifications.

<p>1) Name and address of employer (include Zip Code)</p> <p><i>Legal Services Corporation</i>  <i>1291 West Main Street</i>  <i>Dothan, AL 36301</i></p> <p>Type of Business  <i>Poverty Law Firm</i></p> <p>Work Area Code and Phone Number  <i>(334) 793-7932</i></p> <p>Description of primary duties and responsibilities:  <i>Supervision of two support staff; interviewing, hiring, evaluation of support staff; submitting time sheets, reports, requisitions for checks, case data to Central Office; responsible for client trust account &amp; petty cash; inventory organizing; Managing attorney's schedule, client appointments, intakes, Court dates; Drafting legal documents; meet with clients for document execution; purchasing supplies; doing depositions by non stenographic means; research cases on internet.</i></p>	<p>Dates employed (give month and Year)      Average number of hours per week</p> <p>From: <i>9/93</i>      To: <i>Present</i>      <i>40</i></p> <p>Exact title of your job  <i>Executive Secretary</i></p> <p>Your reason for leaving or wanting to leave  <i>No room for advancement</i></p> <p>Name of your immediate supervisor  <i>Ishmael Jaffree</i></p>
<p>2) Name and address of employer (include Zip Code)</p> <p><i>Legal Services Corporation</i>  <i>1211 West Main Street</i>  <i>Dothan, AL 36301</i></p> <p>Type of Business  <i>Poverty Law Firm</i></p> <p>Work Area Code and Phone Number  <i>(334) 793-7932</i></p> <p>Description of primary duties and responsibilities:  <i>Typing letters, memos, legal documents; referring cases out to private bar; distribution of mail; answer phone.</i></p> <p>Other Duties:</p>	<p>Dates employed (give month and Year)      Average number of hours per week</p> <p>From: <i>11/84</i>      To: <i>9/93</i>      <i>40</i></p> <p>Exact title of your job  <i>Legal Secretary</i></p> <p>Your reason for leaving or wanting to leave  <i>Promoted to Executive Secretary</i></p> <p>Name of your immediate supervisor  <i>Ishmael Jaffree</i></p>
<p>3) Name and address of employer (include Zip Code)</p> <p><i>Ramsay Youth Services</i>  <i>700 E. Cottonwood Rd.</i>  <i>Dothan, AL 36301</i></p> <p>Type of Business  <i>Youth Rehabilitation Center</i></p> <p>Work Area Code and Phone Number  <i>(334) 794-1373</i></p> <p>Description of primary duties and responsibilities:  <i>Answered &amp; directed calls; typing; assisted visitors.</i></p> <p>Other Duties:  <i>(This job was in addition to full-time job)</i></p>	<p>Dates employed (give month and Year)      Average number of hours per week</p> <p>From: <i>7/98</i>      To: <i>3/99</i>      <i>10-15</i></p> <p>Exact title of your job  <i>PRN Receptionist</i></p> <p>Your reason for leaving or wanting to leave  <i>No longer needed part-time employment</i></p> <p>Name of your immediate supervisor  <i>Tammy Crews</i></p>

## WORK EXPERIENCE CONTINUED

*Nancy Hurst/Nancy Faison*

4) Name and address of employer (include Zip Code) *Charter Woods Behavioral Health*  
*700 E. Cottonwood Rd.*  
*Dothan, Ar 36301*

Dates employed (give month and Year) From: *1/95* To: *1/97* Average number of hours per week *10-15*

Exact title of your job *PRN Receptionist*

Type of Business *Youth & Adult Drug & Alcohol Treatment* Your reason for leaving or wanting to leave *Business Closed*

Work Area Code and Phone Number *334 794-7373* Name of your immediate supervisor *Tammy Crews*

Description of primary duties and responsibilities: *(Nancy Hurst/Nancy Faison)*  
*Answered & directed phone calls; typing; assisted visitors.*

Other Duties: *(Part-time employment in addition to full-time)*

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5) Name and address of employer (include Zip Code) *Nancy Hurst*  
*McKee's*  
*Wiregrass Commons Mall*  
*Dothan, Ar 36303*

Dates employed (give month and Year) From: *10/92* To: *1/93* Average number of hours per week *15-20*

Exact title of your job *Customer Service Rep.*

Type of Business *Retail Store* Your reason for leaving or wanting to leave *Was only for Christmas season*

Work Area Code and Phone Number *334 671-7342* Name of your immediate supervisor *Evelyn Fowler*

Description of primary duties and responsibilities: *(Nancy Hurst)*  
*Answered & directed phone calls; wrapped gifts; prepared packages for shipping; received credit card payments.*

Other Duties:

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6) Name and address of employer (include Zip Code) *Nancy Hurst*  
*SouthTrust Bank*  
*1315 West Main Street*  
*Dothan, Ar 3630*

Dates employed (give month and Year) From: *5/83* To: *11/84* Average number of hours per week *25*

Exact title of your job *Secretary / Teller (Part-time)*

Type of Business *Bank* Your reason for leaving or wanting to leave *Took full-time job with legal services*

Work Area Code and Phone Number *334 793-0747* Name of your immediate supervisor *Bonnie Dweens*

Description of primary duties and responsibilities: *(Nancy Hurst)*  
*Answered & directed calls; typing; opened new accounts; received & dispersed cash to customers*

Other Duties:

MORE JOBS? PLEASE ASK THE RECEPTIONIST FOR ADDITIONAL EXPERIENCE FORMS.

## WORK EXPERIENCE CONTINUED

Nancy Hurst

7) Name and address of employer (include Zip Code)		Dates employed (give month and Year)		Average number of hours per week
Hardwick, Hause & Segrest, Attorneys 212 North Kena Street Dothan, AL 36303		From: 6/82 To: 5/83		40
Type of Business Law Firm		Exact title of your job Legal Secretary		
Work Area Code and Phone Number (334) 794-4144		Your reason for leaving or wanting to leave Wanted to work only part-time		
Description of primary duties and responsibilities: (Nancy Hurst) Scheduled client appointments; typing letters, memos, legal documents; filed legal documents with Court; prepared billing statements for clients.		Name of your immediate supervisor Jere Segrest		

Other Duties:

8) Name and address of employer (include Zip Code)		Dates employed (give month and Year)		Average number of hours per week
Nancy Hurst First Alabama Bank 3201 Ross Clark Circle Dothan, AL 36301		From: 2/77 To: 5/82		40
Type of Business Bank		Exact title of your job Marketing Secretary		
Work Area Code and Phone Number (334) 677-2400		Your reason for leaving or wanting to leave Wanted to learn legal profession		
Description of primary duties and responsibilities: (Nancy Hurst) Maintained schedule for Director of Marketing & Personnel; answered telephone; typed letters; assisted in marketing functions; arranged luncheons; coordinated "Teen of the Week" program.		Name of your immediate supervisor Betty Ellsworth		

Other Duties:

6) Name and address of employer (include Zip Code)		Dates employed (give month and Year)		Average number of hours per week
		From: To:		
		Exact title of your job		
Type of Business		Your reason for leaving or wanting to leave		
Work Area Code and Phone Number ( )		Name of your immediate supervisor		
Description of primary duties and responsibilities:				
Other Duties:				

MORE JOBS? PLEASE ASK THE RECEPTIONIST FOR ADDITIONAL EXPERIENCE FORMS.

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DOTHAN/Martin & Brackin 1054  
Confidential Subject to Protective  
Order

23. List awards, honors, other skills, qualifications, or comments which would assist us in evaluating your application. If you use this space to continue an answer to a question please indicate the question number.

Troy State University - Dothan - Received certification for Paralegal  
 Troy State University - Dothan - Payroll Accounting Seminar  
 Completed numerous computer trainings (Troubleshooting PCs; Windows;  
 Access; WordPerfect; Word)

#### 24. PERSONAL REFERENCES

(DO NOT LIST RELATIVES OR PAST EMPLOYERS)

- 1) NAME AND OCCUPATION: Linda L. Lund, Director AREA CODE & TELEPHONE NO. (334) 269-1515  
 ADDRESS: Alabama State Bar Volunteer lawyers Program - State Bar  
 415 Dexter Avenue  
 Montgomery, AL 36106
- 2) NAME AND OCCUPATION: Daphne Rudicell, DHR Attorney AREA CODE & TELEPHONE NO. (251) 451-2543  
 ADDRESS: P.O. Box 302  
 Daphne, AL 36526
- 3) NAME AND OCCUPATION: Ted Gashaw, Vice President AREA CODE & TELEPHONE NO. (334) 677-2400  
 ADDRESS: 3201 Ross Clark Circle  
 Dothan, AL 36301
- 4) NAME AND OCCUPATION: Mary Jarrett, Business Owner AREA CODE & TELEPHONE NO. (334) 792-0980  
 ADDRESS: 4826 South Park  
 Dothan, AL 36301

#### APPLICANT CERTIFICATION AND AGREEMENT

Read Carefully

I hereby certify that I have read, have had read to me, or have had explained to me, the Instructions pertaining to this application and that all statements made by me in this application are true and correct to the best of my knowledge and belief. I am further aware that willfully withholding information or making false statements on this application will be basis for denial of a position prior to employment, and should such willful withholding or false statement become evident after employment, such evidence will constitute sufficient grounds for dismissal from employment with the City of Dothan. I understand all appointees serve a probationary (working test) period, during which time I must demonstrate my fitness for and ability to continue my employment with the City, and further, that any appointment offered to me will be contingent upon my passing a complete physical examination at my own expense. In addition I understand that the City of Dothan shall reserve the right to require a physical examination at City expense at any time to determine my ability to perform the work required of the position. I agree that this application and all papers in connection with it as well as results of any physical examination conducted in relation to my employment shall be confidential records of the Personnel Department subject to inspection by the Appointing Authority, as provided in the rules and regulations and to my personal inspection. I hereby release to the Personnel Department any and all information and/or records needed to determine my fitness for the position. I understand that this application for employment does not constitute an offer of employment or a contract of employment, either written or implied. I fully understand and agree to these conditions. I also understand that this application is being accepted by the City of Dothan's Personnel Department for the position listed under item number one (1) only. I further understand that this application is active, for this position, for a period not to exceed two years unless re-advertised. Should it be necessary to re-advertise the position, I must reapply (submit another application) in order to be eligible for employment consideration. I understand that as an applicant for a position with the City of Dothan, all previous and present employers are subject to be contacted. The City cannot honor an applicant's request of non-notification of past or present employers.

Nancy C. Martin  
 USUAL SIGNATURE OF APPLICANT

9/5/03

DATE SIGNED